

POSITION DESCRIPTION (Please Read Instructions on the Back)

1 Agency Position No.
R3-55

2 Reason for Submission <input checked="" type="checkbox"/> Redescription <input checked="" type="checkbox"/> Reestablishment Explanation (Show any positions replaced)		3 Service <input type="checkbox"/> Hdqtrs <input checked="" type="checkbox"/> Field		4 Employing Office Location Twin Cities, MN		5 Duty Station		6 OPM Certification No.	
7 Fair Labor Standards Act <input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Nonexempt		8 Financial Statements Required <input type="checkbox"/> Executive Personnel Financial Disclosure <input checked="" type="checkbox"/> Employment and Financial Interests		9 Subject to IA Action <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		10 Position Status <input type="checkbox"/> Competitive <input type="checkbox"/> Excepted (Specify in Remarks) SES (Gen) <input type="checkbox"/> SES (CR)		11 Position Is <input type="checkbox"/> Supervisory <input checked="" type="checkbox"/> Managerial <input checked="" type="checkbox"/> Neither	
12 Sensitivity <input checked="" type="checkbox"/> 1-Non-Sensitive <input type="checkbox"/> 2-Critical Sensitive <input type="checkbox"/> 3-Noncritical Sensitive <input type="checkbox"/> 4-Special Sensitive		13 Competitive Level Code		14 Agency Use		15 Classified/Graded by		Official Title of Position	
a U.S. Office of Personnel Management		b Department, Agency or Establishment		c Second Level Review		d First Level Review		Student Trainee (Biology)	
e Recommended by Supervisor or Initiating Office		Student Trainee (Biology)		GS		499		5	
16 Organizational Title of Position (if different from official title)		17 Name of Employee (if vacant, specify)		Pay Plan		Occupational Code		Grade	
18 Department, Agency or Establishment Department of Interior		c Third Subdivision		d Fourth Subdivision		e Fifth Subdivision		Signature of Employee (optional)	
a First Subdivision U.S. Fish and Wildlife Service		b Second Subdivision Region 3		Employee Review—This is an accurate description of the major duties and responsibilities of my position		20 Supervisory Certification. I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.		21 Typing Name and Title of Immediate Supervisor	
Signature		Date		Signature		Date		22 Position Classification Standards Used in Classifying/Grading Position STANDARD POSITION DESCRIPTION R3-55 Position Classification Standard for GS-485 TS-96, dated 5/90	
J.T. WESTBERG Personnel Management Specialist		4/27/92		Information for Employees. The standards, and information on their application, are available in the personnel office. The classification of the position may be reviewed and corrected by the agency or the U.S. Office of Personnel Management. Information on classification/job grading appeals, and complaints on exemption from FLSA, is available from the personnel office or the U.S. Office of Personnel Management.		23 Position Review		Initials	
a Employee (optional)		b Supervisor		c Classifier		24 Remarks		Personnel Folder Copy Supervisor's Copy Employee's Copy Classification Copy	
25 Description of Major Duties and Responsibilities (See Attached)		26 Remarks		27 Remarks		28 Remarks		29 Remarks	

INTRODUCTION

This is a refuge operations specialist trainee position working under the Student Career Experience Program. As a trainee in the area of refuge management, the incumbent will be introduced to all areas of management responsibility through planned work assignments and close association with higher graded employees in the execution of professional work processes.

A. Major Duties

- Learns and applies standard methods and practices relating to daily refuge operational activities including; wildlife analysis, data collection, administrative procedures/reports, general refuge/habitat maintenance and/or management, etc.
- Conducts limited studies and becomes familiar with habitat requirements and the biotic relationships of particular species at this Station.
- Perform duties involving specific phases of refuge management, e.g., presence of wildlife, availability of water, census work, vegetative analysis, land-use practices, habitat conditions etc.
- Occasionally performs and/or supervises small crews of seasonal personnel in the construction and maintenance of springs, wells, rock tanks, signs, fences, buildings, roads, and other improvements.
- From assignments received, will learn to make rudimentary appraisals and investigations and prepare segments of land use, development and management plans.
- Prepare routine correspondence between the inquiring public and other interested conservation groups.
- Provide routine information on species, facilities, hunting regulations to interested parties visiting the refuge.
- Receives exposure and basic orientation relating to administrative functions in the area of refuge management.

B. Factors

1. Knowledge Required by the Position:

- Knowledge of theory, principles, and methods of wildlife management or closely related disciplines such as would be obtained through a college major in wildlife biology or its equivalent.

- Incumbent must demonstrate ability to gather biological data, evaluate and apply findings, make recommendations. perform necessary analysis, and present findings/reports in an organized and concise manner. -Demonstrated skill and ability to communicate effectively orally and in writing.
- Skill in operating motorized vehicles.
- Skill in mathematics to perform data analysis.
- Skill in operating small motorized watercraft.
- Skill in operating motorized vehicles.

2. Supervisory Controls:

This is the beginning trainee level. Refuge Managers of higher grade provide detailed instructions as to practices to be followed, outline objectives of each work operation, check the work closely during progress and review Completed work in detail. Incumbent is expected to perform independently those tasks that require simple and direct application of acquired knowledge. Problems previously encountered by the incumbent are resolved independently; unusual problems are referred to Supervisor. As tasks recur, incumbent performs them under greater independence.

3. Guidelines:

Detailed and directly applicable guidelines are available in the form of Refuge and PPBE handbooks, administrative manuals and policy memoranda. Incumbent uses judgement to select appropriate guidelines from a large number of guidelines.

4. Complexity:

Work consists of a variety of well-defined tasks in which the incumbent carries out and studies the effects of refuge management activities by applying standard principles and methods of wildlife biology and related disciplines. Assignments are given for training purposes and are characterized by standard problems, a limited number of variables and clearly specified objectives. The factors to be considered by the incumbent vary with each assignment.

5. Scope and Effect:

The purpose of the work is to perform basic tasks involved in refuge management and to determine the impact of refuge management activities on wildlife resources. Work affects the efficiency of the unit.

6. Personal Contacts:

Contacts are with supervisor, coworkers and with the public subject to the coaching of a refuge manager of higher grade.

7. Purpose of Contacts:

Contacts are to receive assignments and instructions, obtain or provide factual information, report on progress or problems, etc.

8. Physical Demands:

The work requires some physical exertion such as walking over wet, rough, uneven or rocky surfaces; bending, crouching, stooping, stretching, reaching or similar activities. The work requires average agility and dexterity.

9. Work Environment:

The work requires both office and outdoor work. The office is adequately lighted, heated and ventilated. Temperature and weather extremes may be encountered in the performance of the outdoor work. The incumbent is expected to conduct duties in a safe and orderly manner so as not to endanger self, fellow workers or property with which entrusted.